SUPPLY FORMS 7548

(Revised 1996)

These are forms used at an incident that have been developed to either record issued or ordered materials and/or supplies, or for the purposes of inventorying or tracking for documentation.

CDF-510 T-CARD 7548.1

(Revised 1996)

The CDF-510 is a form known as the Incident Property Inventory T-Card. It has been developed to record materials and supplies issued from the Supply Unit during emergency incident operations. It is the tracking system required to document the utilization of materials and supplies and the accountability of property as defined in the 2600 Material Management Procedures Handbook.

WHEN REQUIRED 7548.1.1

(Revised 1996)

The T-Card is to be used to record all materials, supplies and property, both non-accountable and accountable, either consumed or utilized, that are issued by the Supply Unit to overhead, engine, crews, strike teams, etc. on an emergency incident. It also documents the return of those items issued. The Supply Unit at an incident base is the same as a warehouse with stock.

WHO IS RESPONSIBLE FOR COMPLETING AND PROCESSING 7548.1.2

(Revised 1996)

The Supply Unit is responsible for fiscal management of the items and will initiate the T-Card whenever an item is issued. The Supply Unit is required to maintain a T-Card alpha or numerical listing of all overhead, engines, crews, strike teams, private hires, etc. who have been issued an item from supply. The Supply Unit is responsible for ensuring that all items issued and returned are recorded on the T-Card.

HOW TO COMPLETE CDF-510 T-CARD 7548.1.3

(Revised 1996)

The following corresponds to the blocks on the T-Card:

Issue to - Enter alpha or numerical ICS identifier (name, agency unit no., strike team no., task force no., etc).

Order Number - Enter incident order number (ex: SHU 1240).

Agency - Enter the agency-specific identifier (e.g., CDF, USFS, BLM, NPS, etc).

Home Unit - Enter unit, forest, department, etc.

Resource Name - Enter specific name of user or responsible individual.

Request Number - Enter incident request number (e.g., 0-34, E-12, C-10, etc.).

Incident Number - Enter geographical name of emergency incident.

Issued By - Enter full (first and last) name of individual issuing item(s).

Description - Give brief description of item (s) being issued.

Quantity - Enter number of each item being issued or received by the supply unit.

Received By - Enter supply unit receiving person (initials only - full name will appear at bottom of card).

Issued Items Received By - Enter full (first and last) name of individual, current date and time.

Returned Items Received By - Enter full (first and last) name of supply unit personnel receiving items.

DISTRIBUTION OF THE T-CARD CDF-510   7548.1.4
(Revised 1996)

When the T-Card has been completed and no more action is to take place, the distribution is as follows: the original copy is retained by the Supply Unit leader; first copy is the receiver's copy; the second copy goes to the Documentation Unit (Plans).

CDF-518 INCIDENT BILL OF LADING   7548.2
(Revised 1996)

The Incident Bill of Lading (CDF-518) is a form used as part of the retrograde procedure and tracks movement of materials and supplies at an emergency incident base. **Please Note: It does not replace use of the MRT** (see Section 2665 of the Material Handbook).

DESCRIPTION OF CDF-518   7548.2.1
(Revised 1996)

The CDF-518 is an 8-1/2 x 11 inch tri-copy document which records the movement of material and supplies from an incident base by carrier, whether transported by private vendor or governmental agency. The CDF-518 clearly identifies items being transported by each individual vehicle.

WHEN REQUIRED   7548.2.2
(Revised 1996)

Use of the Incident Bill of Lading is required during the closure of an incident base or movement of materials from an incident base. The supply unit section must complete the form prior to the removal of any materials and supplies. Each vehicle transporting materials and supplies from the incident base must have in their possession a completed copy of the CDF-518 describing their load. This is the freight manifest.

RESPONSIBILITY FOR COMPLETING & PROCESSING   7548.2.3
(Revised 1996)

The supply unit leader is responsible for all materials and supplies at the incident base. The supply unit leader or designee must complete and process all CDF-518s.

HOW TO COMPLETE CDF-518   7548.2.4
(Revised 1996)

The Incident Bill of Lading (CDF-518) can be used independently or in conjunction with the Material Requisition or Transfer (MRT), Incident Supply/Inventory (CDF-520) form or any other inventory specific form which clearly identifies materials and supplies.

The form is completed as follows:

Incident Number - Enter the emergency incident number (ex: SHU 1240).

Document Number - This number is generated by the Supply Unit leader indicating numerical sequence of all CDF-518s from incident base.

Quantity - Enter the number of each item being shipped.

Unit - Enter the unit of measurement for each item being shipped (i.e., each, box, case, etc.).

Description - Enter the general description of items listed for shipping.

Shipping - The signature of the individual in the supply unit doing the shipping.
Location - Enter the location being shipped from. This is generally the incident base; however, it could be camp, staging areas, helibase, etc.

Date/Time - Enter the current date and time of shipment.

Receiving - The signature of the individual receiving items at the destination point.

Location - A designation identified by the supply unit where the load is being received.

Date/Time - Enter the current date and time the load arrived at the destination of delivery.

DISTRIBUTION OF INCIDENT BILL OF LADING (CDF-518)   7548.2.5
(Revised 1996)

When the CDF-518 has been completed, the distribution is as follows: the original copy to the Finance Section at the incident base; the first copy is to go with the load and be given to the receiver of the load; and the second copy goes to the region business services officer.

CDF-520 INCIDENT SUPPLY ORDER/INVENTORY   7548.3
(Revised 1996)

The Incident Supply Order/Inventory (CDF-520) form is used by the emergency incident base supply unit leader or designee. This form is used for ordering needed fire supplies during the incident and may also be used at the closure of an emergency incident base to inventory supplies prior to the retrograde process.

DESCRIPTION OF CDF-520   7548.3.1
(Revised 1996)

The CDF-520 is an 8-1/2 x 11-inch, four-page document which has pre-printed commonly used items as well as a blank page to list additional items. This form enables supply unit personnel to order items using proper nomenclature, unit of measure, and National Fire Equipment and Supply (NFES) numbers.

WHEN REQUIRED 7548.3.2

The CDF-520 is used at the beginning as well as at the closure of the emergency incident base. This form is to be used in conjunction with the federal cache order form when ordering fire supplies, especially from a federal fire cache warehouse.

RESPONSIBILITY FOR COMPLETING AND PROCESSING 7548.3.3

The supply unit leader or designee is responsible for all materials and supplies at the emergency incident base.

HOW TO COMPLETE CDF-520 7548.3.4

Although the CDF-520 is a four-page document, when using the blank page to order supplies (or when taking inventory) several pages may be added.

Compete the form as follows:

Date/Time - Enter the current date and time.

Incident Number and Name - Enter the emergency number and name (ex: SHU 1240-Whitehorse).

Federal Management Code - When ordering supplies from the federal fire cache warehouse, a federal management code is needed. This number (assigned by USFS dispatcher to all CDF incidents) can be obtained form the unit ECC in which the incident occurs. This number remains the same for the duration of an incident.

Deliver To - Enter the destination of the order.

Ordered By - Print the full (first/last) name of supply unit personnel.

Phone Number - Print the phone number of the person ordering so he/she can be reached for clarification if needed.

Received By - Print the full (first/last) name of the individual receiving the order at headquarters or the warehouse.

Item Number - Enter the next number in the ordering sequence (ex: S-1, S-2, S-3 - "s" indicating supplies).

National Fire Equipment and Supply - Enter the NFES catalog identifying number. All items ordered from a federal fire cache must use this number as this is the number used by their inventory computer catalog.

Quantity - Enter the number ordered of each item.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.